

The background is a complex geometric pattern composed of various shapes including squares, triangles, circles, and gears. The color palette consists of dark blue, light blue, orange, and white. Some shapes contain icons, such as a gear, a circle with a white dot, and a circle with a white outline of the state of Missouri.

MISSOURI *Working Better* TOGETHER

MISSOURI DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS

ECONOMIC RESOURCE GUIDE



VISION STATEMENT:

**We will promote economic vitality,
safety, and fairness for Missouri's
businesses and workers**

CONTENTS



GROWING A BUSINESS

| | |
|--|----|
| Registering for Unemployment Insurance Tax | 5 |
| Proper Worker Classification | 8 |
| Workers' Compensation Coverage | 10 |



KEEPING WORKERS SAFE

| | |
|--|----|
| On-Site Safety and Health Consultation/SHARP | 13 |
| Mine and Cave Safety | 16 |
| Workers' Safety Program | 17 |
| Missouri Human Rights Commission | 18 |



WEATHERING THE STORM

| | |
|---|----|
| Avoid a Layoff With the Shared Work Program | 21 |
| Still Facing a Layoff? We Can Help | 23 |
| Employment Transition Team | 23 |



ADDITIONAL RESOURCES

| | |
|----------------------------------|----|
| Training and Presentations | 25 |
| Workplace Posters | 25 |



**GROWING A
BUSINESS**

**Employers can sign up at
UINTERACT.LABOR.MO.GOV
to pay tax contributions online using**



**our state-of-the-art, fully-integrated
system for unemployment insurance
tax, benefits and appeals.**

MISSOURI IS 1 OF 16
STATES WITH A MINIMUM
UI TAX RATE OF 0%



24% OF CONTRIBUTING
BUSINESSES HAD A
ZERO RATE IN 2018

HOW IS THE UI TAX RATE DETERMINED?

NEW EMPLOYER RATE

New employers receive a tax rate assigned to all new employers of the same industrial classification. Find your industry at labor.mo.gov/DES/Employers/tax_rates.

EXPERIENCE RATE

Once an employer becomes eligible, an experience rate is calculated based on the ratio between an employer's average annual taxable payroll, unemployment claims against its account and taxes paid previously by the employer.

Experience Rating

The experience rating is an incentive for employers to maintain stable employment, review claims and reduce unemployment.

LABOR.MO.GOV/DES/EMPLOYERS/TAX_RATES

PROPER WORKER CLASSIFICATION

Employees working off the books, being paid under the table in cash or incorrectly treated as independent contractors are considered improperly classified.



A WORKER MAY BE AN EMPLOYEE IF THEY:

- Get direction on when, where and how to complete work
- Are paid by the hour, week or month
- Are reimbursed for business or travel expenses
- Perform work on the business's premises
- Have a continuing relationship with the employer.

**IMPROPER CLASSIFICATION
COULD RESULT IN
PENALTIES OF
\$50-\$1,000
PER DAY, PER WORKER**

**Use the online assessment to determine
if a worker should be classified as an
employee or independent contractor.**

LABOR.MO.GOV/OFFTHEBOOKS

OTHER THINGS TO CONSIDER WHEN HIRING EMPLOYEES

“What is Missouri’s minimum wage?”

“What do I need to pay tipped employees?”

“Can I employ youth?”

“Am I required to give employees breaks?”

“How much am I required to pay for overtime?”

“Am I required to provide paid
vacation or sick leave?”

**Find these answers and more information about
youth employment and wage and hour at:
LABOR.MO.GOV/DLS**



WORKERS' COMPENSATION COVERAGE

**EMPLOYERS MUST CARRY WORKERS'
COMPENSATION INSURANCE IF THEY:**

- **HAVE 5 OR MORE EMPLOYEES**
OR
 - **ARE IN THE CONSTRUCTION INDUSTRY AND
HAVE 1 OR MORE EMPLOYEES**
- [INSURANCE.MO.GOV](https://insurance.mo.gov)**

AN ALTERNATIVE:

Employers and groups of employers may apply to the Division of Workers' Compensation to self-insure their workers' compensation obligations, which may save money.

[LABOR.MO.GOV/DWC/EMPLOYERS/IND_SELF_INS](https://labor.mo.gov/dwc/employers/ind_self_ins)

BEWARE OF THESE COMMON MISTAKES:

LLCs are included in the definition of an employer.

- LLC members may individually elect to reject coverage by providing written notice to the insurance carrier and the employer. If a workplace injury occurs, the member shall not be entitled to workers' compensation benefits under the LLC's policy even if working as an employee of the LLC.
- A General Contractor is liable for injuries to uninsured subcontractors or their uninsured employees. Make sure subcontractors have current insurance on all of their employees or you will be held responsible if a workplace injury occurs.
- Effective January 1, 2018 a shareholder in an "S" corporation who owns at least 40% of the outstanding stock may individually elect to reject coverage by giving written notice to the corporation and its workers' compensation insurer.
- An employer may request an exception in respect to certain employees who are members of a recognized religious sect or division who are opposed to accepting public or private insurance benefits.



**KEEPING
WORKERS SAFE**



ON-SITE SAFETY & HEALTH CONSULTATION PROGRAM

**We can assist you in making your workplace
safer and help avoid costly penalties.**

Our consultants assist businesses in being OSHA-compliant by identifying site-specific safety and health hazards without assessing any fines or penalties.

IMPROVE SAFETY AND SAVE MONEY

INVEST IN YOUR WORKFORCE BY REQUESTING A CONSULTATION TO:

- Identify and correct workplace hazards
- Reduce workplace injuries
- Save money on workers' compensation insurance.

ON-SITE CONSULTATIONS:

- Are conducted at no cost to the business
- Assess no fines or penalties
- Completely confidential
- Are employer-initiated and controlled.

Sign Up Today!

LABOR.MO.GOV/ONSITE

YOU MAY BE **SHARP** ELIGIBLE!

The Safety and Health Achievement Recognition Program (SHARP) is an award program for small businesses that have participated in the On-Site Program and continue to operate safely.



BECOME A SHARP EMPLOYER TO:

- Decrease workplace injuries
- Reduce insurance premiums
- Cut out-of-pocket expenses
- Become exempt from OSHA-programmed inspections for up to three years.

Learn More at:

LABOR.MO.GOV/SHARP





MINE AND CAVE SAFETY

The Mine Safety and Health Training Program helps miners and the mining community reduce accidents through education, training and hazard elimination and assists miners in implementing safe and healthy work habits.

TRAININGS INCLUDE:

- Safety and Loss Control
- Substance Abuse
- Cardiopulmonary Resuscitation (CPR)
- Hazard Awareness and Elimination
- Job Safety Analysis
- 30 CFR Parts 46, 48, 56, 57 and 77
- Accident Investigation
- Revised Missouri Statutes
- Site Inspections

LABOR.MO.GOV/MINECAVE

Did You Know?

Mining is approximately a **\$3 billion** industry in Missouri.



MISSOURI WORKERS' SAFETY PROGRAM

**Improving Workplace Safety and
Reducing Insurance Costs**

**WE MAKE SURE BUSINESSES HAVE ACCESS TO
INDIVIDUALIZED SAFETY AND HEALTH SERVICES BY:**

- Ensuring insurance carriers provide individualized safety assistance when requested
- Maintaining a list of certified safety consultants that offer independent services
- Offering free safety and health services.

**Developing a comprehensive safety and health
management program can help lower your experience
modifier rate below 1.0, saving you money.**

LABOR.MO.GOV/MWSP



MISSOURI HUMAN RIGHTS COMMISSION

We provide equitable and timely resolutions by investigating and litigating complaints of discrimination and we work to prevent discrimination by providing training on nondiscriminatory practices.

HAVING A DIVERSE AND HARASSMENT-FREE WORKPLACE HELPS BUSINESSES BY:

- Decreasing Employee Turnover
- Broadening Service Range
- Increasing Adaptability
- Helping Avoid Costly Lawsuits

[LABOR.MO.GOV/DISCRIMINATION](https://labor.mo.gov/discrimination)

TRAINING TOPICS INCLUDE:

- Harassment Prevention
- Diversity
- Discrimination
- Cultural Sensitivity
- Disability Awareness
- Employment Law
- Overview of the Missouri Human Rights Act
- And more...

We can also customize a training to fit your business.

[LABOR.MO.GOV/TRAINING](https://labor.mo.gov/training)

IS YOUR BUSINESS ACCESSIBLE TO THOSE WITH DISABILITIES?

Take our compliance test to find out.

[LABOR.MO.GOV/ACCESSIBLE](https://labor.mo.gov/accessible)





WEATHERING THE STORM

SHARED WORK

AN ALTERNATIVE TO LAYOFFS



Shared Work gives employers the flexibility to scale up or scale down the workforce based on changing business needs while retaining skilled employees and reducing labor and turnover costs.

BUSINESSES

Retain skilled employees during downturns or transition periods and reduce labor costs

EMPLOYEES

Retain regular benefits and receive a portion of unemployment while continuing to work

COMMUNITIES

Do not experience the economic impact of full layoffs and retain local skilled workers

AVOID A LAYOFF WITH SHARED WORK

A business facing a 20 percent reduction in production usually lays off one-fifth of its workforce.



Under Shared Work, the firm retains its total workforce on a four-day-a-week basis. Reducing hours from 40 to 32 cuts production by the needed 20 percent.

Allows the business to retain

100%
of employees



Production cut by needed 20 percent

Workers receive wages for the four-day workweek and get unemployment benefits from the Shared Work Program.



The business keeps all employees
AND reduces labor costs.



SHAREDWORK

WIN

SHAREDWORK.MO.GOV

WIN

STILL FACING A LAYOFF? WE CAN HELP!

If a business is experiencing a temporary layoff of 20 or more employees, we can streamline the unemployment filing process.

- 1 Visit **UINTERACT.LABOR.MO.GOV** to submit a request for a mass layoff.
- 2 Fill out and upload a spreadsheet of affected workers.
- 3 We will automatically sign those individuals up for benefits.
- 4 Workers complete their weekly request for payment.

CLOSING OR PERMANENTLY RELOCATING?

Employment Transition Teams are here to help workers transition quickly to new positions. In partnership with the Department of Economic Development, we send a team to meet with employees to guide them through the unemployment process and into their next job.

The Employment Transition Team Includes:

- A Workforce Development Representative
- An Unemployment Insurance Representative
- A Local Job Center Representative

[JOBS.MO.GOV/EMPLOYER/ETT](https://jobs.mo.gov/employer/ett)

A stylized, dark blue silhouette of a bird, possibly a crow or raven, is positioned in the background. The bird is facing right, with its head turned slightly back. It has a long, pointed beak and a large, curved wing. The tail is also pointed. The entire bird is rendered in a solid dark blue color.

**ADDITIONAL
RESOURCES**

**Experts are available to speak to your business or organization.
We can even customize a presentation to fit your needs.**

See a full list of trainings and presentations at:

LABOR.MO.GOV/TRAINING

TRAINING AND PRESENTATIONS



**Stay connected with the
Missouri Department of Labor
LABOR.MO.GOV/CONTACT-LABOR**

WORKPLACE POSTERS

**Employers are required to display certain posters to inform
employees and customers of key provisions in the law.**

Required workplace posters are available to download at:

LABOR.MO.GOV/POSTERS



LABOR.MO.GOV



/MOLABOR



/MOLABOR



**LABOR.MO.GOV/
SUBSCRIPTION**



**DIROFFICE
@LABOR.MO.GOV**

FAQ's

**MOLABOR.USERVOICE.
COM**



/MOLABORDEPT



**PHOTOS/
MOLABORDEPT**

LABOR.MO.GOV

**421 EAST DUNKLIN ST.
P.O. BOX 504
JEFFERSON CITY, MO 65102**

**573-751-4091
FAX: 573-751-4135**

**TDD/TTY: 800-735-2966
RELAY MISSOURI: 711**



DEPARTMENT OF LABOR & INDUSTRIAL RELATIONS

Missouri Department of Labor and
Industrial Relations is an equal
opportunity employer/program.

TDD/TTY: 800-735-2966

Relay Missouri: 711

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